

TECHNICAL REVIEW AND POLICY STAFF
LOGISTICS OFFICE

DISCUSSION

1. This Staff results from the combining of the functions of the Technical Review Staff (inspection and review) with the functions of the Special Staff plus the addition of the Printing Advisory function (transferred from General Services Office).
2. At the time the Special Staff was established there was a sufficient workload of projects that needed to be handled under the immediate direction of the Chief of Logistics to justify a four member staff. At present the workload, as indicated in the "Justification" below, is smaller and can be absorbed by the Technical Review and Policy Staff.

JUSTIFICATION

The workload, expressed in terms of man-months for the major elements of the functions assigned to this Staff, is as follows:

Description

1. Technical review of world-wide logistics operations on an annual basis.
2. Development, control and review of matters necessary in connection with the development of new policy change in existing policy.
3. Review of printing and reproduction requirements, studies of publications, and utilization of printing facilities.
4. Conduct special studies, investigations and projects as directed by the Chief of Logistics

Total man-months

Equivalent man-years

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This total of seven positions results in a decrease of two from the present combined total of the Inspection and Review Staff, three positions, and the Special Staff, six positions.

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STATEMENT OF FUNCTIONS

TECHNICAL REVIEW AND POLICY STAFF (Cont'd)

LOGISTICS OFFICE

8. Represent the Chief of Logistics in negotiation and coordination with the Joint Chiefs of Staff, Joint Subsidiary Plans Division and other government agencies on matters involving revision of current policy or the establishment of new policy.
9. Evaluate the extent and effectiveness of support provided to Agency activities under Department of Defense Support Agreements and negotiate necessary changes.
10. Advise and represent the Chief of Logistics with respect to matters subject to the jurisdiction of the Joint Committee on Printing.
11. Review requests for printing equipment, make appropriate recommendations and conduct utilization surveys of such equipment.
12. Conduct studies of Agency publications to determine whether they are being efficiently and economically printed or reproduced from the technical and administrative standpoint and making recommendations for improvement.
13. Investigating and keeping informed of all new developments in the graphic arts field and recommending the use of new techniques in the Agency printing programs whenever simplification, increased production, savings in manpower, and economies can be effected thereby.
14. Conducting studies of methods, procedures, standards, and systems employed in Agency printing plants and developing and assisting in the installation of new systems as found to be necessary. Inspecting printing facilities to assure proper utilization of equipment and personnel.
15. Continuously studying the over-all Agency Printing and Reproduction Program, both headquarters and field, in order to recommend organizational and operational changes designed to promote efficiency and assure the Agency of a soundly managed printing program.
16. Control and monitor the Logistics Office portion of the "Director's Daily Log, Weekly Action Report, and such other reports as directed by the Chief of Logistics.
17. Conduct special investigations and projects, as directed by the Chief of Logistics.

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TECHNICAL REVIEW AND POLICY STAFF, LOGISTICS OFFICE

PROPOSED T/O

ORGANIZATIONAL UNIT	NUMBER	POSITION	PRESENT	25X9
			APPROVED GRADE	PROPOSED GRADE
Technical Review and Policy Staff, Logistics Office				

No recommendation has been received
from Office of Personnel.

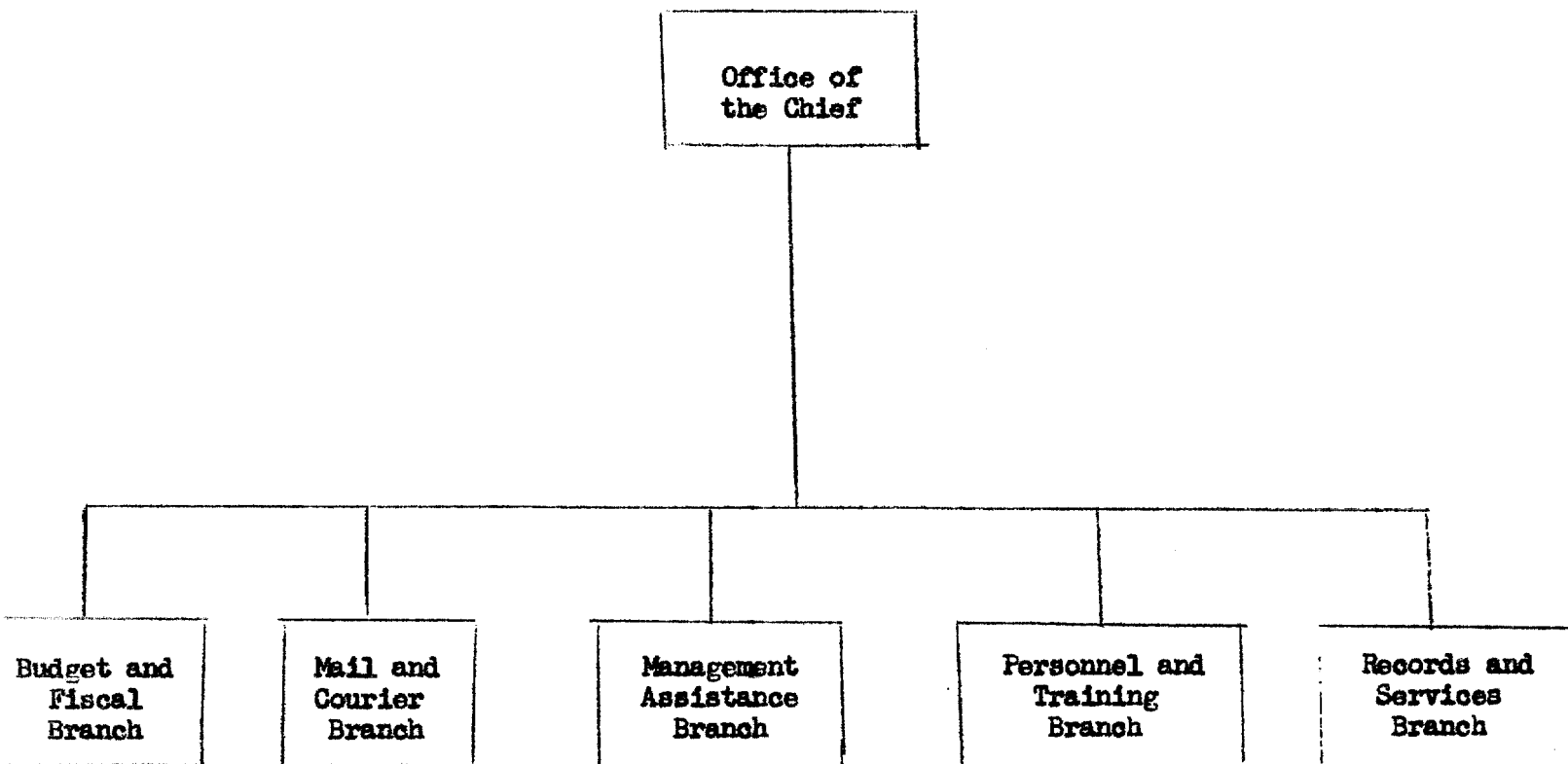
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TAB "D"
Admin. Staff

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ADMINISTRATIVE STAFF
LOGISTICS OFFICE



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ADMINISTRATIVE STAFF

LOGISTICS OFFICE

Discussion

1. The March 1953 reorganization of the Logistics Office established an Administrative Staff with functional responsibilities for Budget & Fiscal, Methods & Procedures, Personnel & Training, Security, and Records & Services. The T/O was established at 19 positions. Shortly after the establishment of the Administrative Staff and due to across the board increases in workload, it became apparent that a need existed for the establishment of organizational elements within the Staff as well as for additional personnel to complete Staff functions.
2. A detailed study of the Administrative Staff organization, functions, and staffing was initiated in the Fall of 1953 and completed in March 1954. The principal recommendations contained in that study have been incorporated into this proposal.
3. The abolishment of the General Services Office and the transfer to the Logistics Office of functions involving Printing and Reproduction Service, Space, Maintenance and Facilities, and Mail and Courier Service, together with a ceiling increase of ☐ necessarily resulted in a further increase in workload for all elements within the Administrative Staff.
4. To facilitate the accomplishment of assigned functions, it is proposed to establish the Administrative Staff on a functional basis, and to provide clear lines of responsibility with an adequate staffing pattern. The proposed Staff will consist of five branches, each identified by functional title (see organizational chart). While the proposed staffing results in an increase of 2 personnel, it is believed that such increase is essential for the Administrative Staff to provide for efficient accomplishment of assigned functions.

Justification

1. The volume of communications, directed to as well as the daily conference held by the Chief, Administrative Staff requires a Secretary Staff, GS-7 to provide necessary

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ADMINISTRATIVE STAFF

LOGISTICS OFFICE

Justification Cont'd

1. secretarial service. (This Secretary will be able to furnish part-time services to other Branches in the Administrative Staff as required.)



3. There is a need within the LO for the development and maintenance of an Organization Manual reflecting the organizational structure and functions of each Logistics Office component; for providing for adequate forms and reports control; and for accomplishing the review of all requests for changes in personnel ceilings and for making recommendations to the Chief of Logistics or other official concerned for appropriate action and for maintaining a continuing control of the allotment of LO personnel ceilings.

The transfer of former GSO functions and approximately ☐ personnel to the LO has created additional workload in such fields as procedural instructions, regulatory issuances, employee suggestions, and records management. In order to provide for the above listed functions and increased workload it is necessary that an Administrative Officer GS-11 be added to the Records and Services Branch.

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ADMINISTRATIVE STAFF

LOGISTICS OFFICE

Justification Cont'd

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4. The following workload data is furnished for each component of the Administrative Staff except the Mail and Courier Branch, whose staffing requirements remain unchanged. The estimated workload data has been amended as necessary to provide for the increase in workload resulting from the transfer to the Logistics Office of former General Services Office functions and approximately personnel. The summarized functional statements contained in the workload data as well as the estimated manhours involved have been reviewed and discussed with such other Agency components as the Office of Personnel and Comptroller's Office. The listed manhours and staffing requirements are considered to be the minimum necessary to accomplish assigned functions.

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WORKLOAD DATA

ADMINISTRATIVE STAFF

OFFICE OF THE CHIEF

ACTIVITIES

Average Technical
Manhours per Month

Average Clerical
Manhours per Month

Administrative
Secretarial

Total Staffing

25X9

BUDGET AND FISCAL BRANCH

ACTIVITIES

Average Technical
Manhours per Month

Average Clerical
Manhours per Month

Development of initial Budget Draft
Analysis and evaluation of draft
Conduct hearings on Office estimate
Conduct hearings on Agency estimate
Provide justification for Office estimate
Provide justification for Agency estimate
Interpretation of Budget policy
Determine quarterly allotments
Administer and control funds
Funds accounting
Surveillance of Stock Accounts 6807, 6863, 6864,
6895, and 6897
Budget reporting
Budget Planning
Participation in Logistics Support Course

25X9

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WORKLOAD DATA

ADMINISTRATIVE STAFF

B & F BRANCH CONT.

25X9

**Total Manhours
Plus 10% Leave Factor**

Total Staffing

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MANAGEMENT ASSISTANCE BRANCH

ACTIVITIES

**Average Technical
Manhours per Month**

**Average Clerical
Manhours per Month**

LO Instructions and Notices
Coordination of non LO Regulatory Issuances
within LO
Coordination of Regulations developed in LO
Organization and Ceiling Control
Procedures
Efficiency Awards
Space
Forms Control
Reports Control
Delegations of Authority

**Total Manhours per Month
Plus 10% leave factor**

Total Staffing

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25X9

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WORKLOAD DATA

ADMINISTRATIVE STAFF

PERSONNEL AND TRAINING BRANCH

ACTIVITIES

Average Technical
Manhours per Month

Average Clerical
Manhours per Month

Supervision of Branch
Reports
Liaison & Coordination
Personnel Evaluations
Recruitment
Placement
Classification
Promotions and Demotions
Disciplinary & Separation Actions
Counseling
Exit Interviews
Career Service Program

LO Orientation
Technical LO Training
Individual Training
Training Liaison
External Presentations
Training Evaluations
Miscellaneous

Total Manhours
Plus 10% Leave Factor

Total Staffing

25X9

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WORKLOAD DATA

ADMINISTRATIVE STAFF

RECORDS AND SERVICES BRANCH

ACTIVITIES

Average Technical
Manhours per Month

Average Clerical
Manhours per Month

Records Surveys
Records Disposition
Vital Material
Correspondence Procedures
Distribution of Issuances
Top Secret and Registered Documents
☐
Cables
Cryptic Reference
Filing
Processing Correspondence
Reference Service
Courier Service

Total Manhours
Plus 10% Leave Factor

Total Staffing

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**STATEMENT OF FUNCTIONS
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Assist and advise the Chief of Logistics, and staff and line officials in the development, application, review of all administrative activities of the Logistics Office. Such activities include personnel management, budget and fiscal, management assistance, records management, general and classified mail. the Agency mail and courier service program.
2. In cooperation with the Logistics Career Service Board, formulate and execute internal personnel policies.
3. Develop personnel requirements, and conduct personnel functions involving the review, recording, distribution and disposition of personnel forms and records.
4. Develop personnel training requirements for the Logistics Office, direct the formulation of logistics training programs and courses and schedule Logistics Office personnel for training.
5. Conduct liaison with the Office of Personnel and the Office of Training in the development of personnel training policies and procedures.
6. Administer the Logistics Office records management program.
7. Administer centralized mail room, document registry, communications distribution and pickup, and material control function.
8. Advise in the preparation of staff and division budget estimates, consolidate and coordinate annual requests and justifications, prepare overall budget estimates, and justifications, for the review of Logistics, and assist the Chief in presentation of budget material at Comptroller hearings.
9. Assist the Chief of Logistics in the development of Logistics Office budget and fiscal policies.
10. Maintain a system of internal allotment and expenditure of funds and supply information regarding availability of funds for Logistics Office programs, projects, and activities.
11. Develop and control procedures governing Logistics Office regulatory issuances.
12. Improve existing logistics procedures and develop and ensure the implementation of new and revised

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**STATEMENT OF FUNCTIONS
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

3. Provide assistance to line and staff officials in the preparation of Logistics Office Instructions and Agency regulations.
4. In collaboration with the Management Staff, study and analyze operational efficiency, organizational structure and utilization of personnel, to effect improvement in these fields.
5. Provide for the control and collaborate in the evaluation of employee suggestions concerning logistics operations.

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**STATEMENT OF FUNCTIONS
BUDGET & FISCAL BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Plans and develops initial Logistics Office budget.
2. Analyze and evaluate initial draft of total estimate; compile workload data and standards.
3. Conduct hearings between divisions and Chief of Logistics: coordinate and include necessary changes; prepare budget in final form for (a) Office Estimate and (b) Agency Estimate.
4. Assist the Chief of Logistics in hearings before Comptroller and DD/A on review and justification of Office and Agency estimates.
5. Furnish supplemental justification, coordinate replanning and rescheduling resulting from changes in estimates.
6. Interpret budget policy and directives; transfers funds between allotment accounts as necessary.
7. Determine and coordinate quarterly allotment of approved funds; reschedule funds as required by changes in operations.
8. Administer and control funds allotted to Logistics Office. Review monthly reports and initiate actions to prevent anticipated problems and resolve situations not prevented. Assure that funds are expended in accordance with programmed or revise allotments in keeping with current programs.
9. Assists in establishing required funds accounting in divisions and staffs; reviews records and assures maintenance thereof.
10. Exercise surveillance over operational stock accounts and resolve problem situations.
11. Assists in the development of budget reports format to meeting operational requirements and compliance with Agency directives.
12. Evaluate proposed changes to budget and accounting systems; program planning; install new systems.
13. Obtain monthly reports of obligations under Field Stock Accounts, and furnish monthly summary report of obligations for all unvouchered allotment accounts to Finance Division, Office of Comptroller.

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STATEMENT OF FUNCTIONS
MAIL AND COURIER BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

25X1 Provide the Agency with an effective mail, courier, and messenger service responsible for the receipt, control, dispatch, collection, and distribution of official mail.

A.

- (1) Provide regular scheduled and special courier and messenger service for the entire agency except for those offices providing their own courier and messenger service as approved by the Deputy Director (Administration).
- (2) Provide armed courier(s) on specific assignments involving the risk of theft or compromise.
- (3) Provide, upon specific request, courier service to destinations away from the Washington area.
- (4) Provide technical assistance to CIA offices and officials with respect to courier and messenger operations.
- (5) Maintain liaison with other Government agencies regarding courier operations.
- (6) Comply with all security measures regarding courier and messenger operations.
- (7) Compile statistical data concerning Courier Section operations, including the number of regular and special courier trips performed, amount of time consumed for each, amount of inter-agency mail handled by courier, etc.

B.

- (1) Process all official incoming and outgoing mail.
- (2) Maintain registry logs for all incoming and outgoing registered mail.
- (3) Maintain an up-to-date locator file of Agency personnel to facilitate the addressing of incoming mail for delivery to the various offices within the agency.
- (4) Provide technical assistance to CIA offices and officials with respect to mail operations.
- (5) Maintain liaison with other government agencies regarding mail operations.

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**STATEMENT OF FUNCTIONS
MAIL AND COURIER BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

- (6) Comply with all security regulations with respect to mail operations.
- (7) Compile statistical data concerning operations, including data regarding ^{25X4} the number of pieces of penalty indicia mail dispatched quarterly.

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**STATEMENT OF FUNCTIONS
MANAGEMENT ASSISTANCE BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

1. Assist in the determination of the need for, and provide for the control, coordination, review, and distribution of all Logistics Office regulatory issuances.
2. Recommend and establish Logistics Office administrative policy and develop procedural instructions in connection with all administrative matters involving more than one Logistics Office component.
3. Provide for Logistics Office coordination of Agency regulatory issuances developed by other Agency components; evaluate comments received from Logistics Office components; prepare and submit to the Regulations Staff, DD/A, final LO comments.
4. Assist in the determination of the need for, and provide for the control and collaborate in the development and review of Agency and Logistics Office regulatory issuances initiated by components within the Logistics Office.
5. In conjunction with Staff and Division Chiefs, represent the Chief of Logistics at meetings and coordinate with other Agency components in resolving problems or questions regarding policy or procedural aspects of Logistics Office regulatory issuances.
6. Develop and maintain Logistics Office organization manual, showing the missions of components, organization, structure and functions; assure that Logistics Office functions are assigned and that there is no overlapping or duplication of functions between elements; evaluate requests and recommendations for changes in organization, functional assignments and staffing and recommend appropriate action.
7. Initiate, or upon request, conduct management studies designed to improve organizational structure, methods, management practices, and operating procedures. Coordinate and participate in surveys and studies conducted by the Management Staff, DD/A and other external element, and is responsible for implementing accepted recommendations.
8. In conjunction with the Management Staff, DD/A, assist (operating personnel) within the Logistics Office in the selection of office machines and office equipment with regard to maximum suitability for work to be performed, anticipated utilization, and economy.
9. Establish and maintain personnel ceiling controls and recommend changes required by changes in organization, functions, and workload within the Logistics Office.

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~~STATEMENT OF FUNCTIONS~~
MANAGEMENT ASSISTANCE BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

10. Provide for the control and collaborate in the evaluation of employee suggestions concerning logistics operations.
11. Review requests from Logistics Office components for space, telephones, moves, and major maintenance; recommend appropriate action; conduct space surveys and recommend space utilization plans; maintain of parking space assignments and control distribution of office space assignments to Logistics Office components.

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STATEMENT OF FUNCTIONS
PERSONNEL AND TRAINING BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

1. Develop a program of personnel policies, administration and training for the Office of Logistics within the framework of established CIA personnel policies and regulations.
2. Review personnel evaluations for IO personnel and provide advice and assistance to supervisors and staff in all aspects of personnel evaluation.
3. Advise staff and division officials on all phases of personnel and training problems.
4. Cooperate with line and staff officials to determine classes and types of personnel required, and slotting of personnel.
5. Maintain current information and status of T/O's and Position Inventory Records.
6. Provide service and support of Logistics Office Career Service Board by:
 - a. Providing secretariat.
 - b. Providing advance information on returning personnel.
 - c. Providing summary information on numbers, grades, dates of grades, location, etc., of personnel by category.
 - d. Maintaining a roster of logistics personnel available for overseas and departmental service.
 - e. Maintaining control and follow-up on application of training prescribed by Career Service Board.
 - f. Preparation and processing of SF-52, Request for Personnel Action, and such other supporting information as may be required to accomplish personnel actions and maintain current information on status of such actions.
 - g. Provide technical advice on all problems of personnel or training.
7. Brief employees prior to overseas movement.
8. Review Personal History Statements, other Data, and interview prospective employees for referral to appropriate staffs or divisions.

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**STATEMENT OF FUNCTION
PERSONNEL AND TRAINING BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE**

Correspond with elements of the Logistics Office, headquarters and field, on matters of personnel and policy interpretation and procedural instruction.

Screen, control, and initiate personnel action requests.

Serve as employee counsellor for the Logistics Office.

Determine training requirements for technical logistics training for personnel of the Logistics Office. Other offices of the Agency dealing with logistical matters and collaborate with the Office of Training to develop appropriate training methods, standards, facilities, and courses to fill these requirements.

Maintain training rosters and schedule individuals for prescribed training.

Serve as consultant to the Director of Training on the status and effectiveness of logistics training.

Conduct those courses in logistics operations which are to be provided by the Logistics Office.

Conduct exit interviews, analyze results and recommend appropriate action to reduce employee turnover.

Conduct research in personnel matters, such as morale, personnel utilization, absenteeism, turnover, and recommend and implement action designed to develop an efficient work force.

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STATEMENT OF FUNCTIONS
RECORDS AND SERVICES BRANCH
ADMINISTRATIVE STAFF
LOGISTICS OFFICE

1. Develop and maintain Logistics Office schedules of records and other current operational material deposited in accordance with disaster plan; arrange for reproduction of materials where copies are available; review quarterly inventories of materials on deposit and direct disposition thereof.
2. Conduct physical surveys of all Logistics Office records; develop records control schedules and maintain current status; process and dispose of records in accordance with schedules.
3. Maintain distribution schedule for all types of regulatory issuances within Logistics Office; review regulatory and proposed Agency regulatory issuances; determine logistics component to take action if action is required, and indicate action office on issuance; distribute issuances in accordance with schedule; secure additional copies as requested.
4. Receive, type mail control ticket and distribute mail centrally for Logistics Office; maintain suspense date cases received from higher echelon and follow-up with component assigned action thereon.
- 25X1 5. Receive and other Top Secret and Registered documents, prepare necessary forms, assign control and otherwise process in accordance with existing instructions; control documents while in Logistics Office; maintain central file for documents; develop and implement instructions for handling documents; destroy Top Secret material when appropriate.
6. Receive, record, and distribute cables assigned to Logistics Office for action, secure referenced documents.
7. Assist Logistics Office components in establishing a uniform filing system; maintain central files of Chief of Logistics Office and provide required reference service therefrom; review requests for equipment and recommend appropriate action.
8. Receive records forwarded by Logistics Office components for disposition; check against records control and make disposition authorized; maintain record of disposition of all records.
9. Develop and issue instructions for the preparation and processing of correspondence, cables, and documents; spot check correspondence in process for proper format, signature, copies, and routing.

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